

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-13				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-10-060			Contract Period 11/30/2010 To 07/31/2013 Base Option Period Number 2			Title of Work Assignment/SF Site Name Water Lab Alliance (WLA)				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 2.7, 2.8, 2.15, 3.1.4, 3.1.14					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/01/2012 To 07/31/2013				
Comments: This action establishes WA 2-13 in Option Period 2 and requests a workplan, staffing plan, and budget for the attached PWS. The Agency estimates 11,860 will be needed to support the requirement.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
11/30/2010 To 07/31/2013										
This Action:						11,860				
Total:						11,860				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:		LOE:				
Cumulative Approved:				Cost/Fee:		LOE:				
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**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT**

Contract No: EP-C-10-060

Work Assignment: 2-13

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LOE: 11,860

Period of Performance: August 1, 2012- July 31, 2013

Title: Water Laboratory Alliance

PWS Sections: 2.7, 2.8, 2.8.1, 2.8.2, 2.8.3, 2.8.4, 2.15, 3.1.4, 3.1.9, 3.1.13, 3.1.14, 3.1.17, 3.1.18

I. PURPOSE

The purpose of this work assignment is to implement the Water Laboratory Alliance (WLA), leading towards the sustainability of an alliance of laboratories to support drinking water response across a spectrum of activities including preparedness, response, remediation, and recovery. To achieve this purpose, the contractor shall provide technical, analytical, and training support services in support of the WLA.

The Water Laboratory is an alliance of federal, state, commercial, and drinking water utility laboratories that will support the Water Security Initiative's pilots and subsequently, to the water sector for voluntary national adoption. This initiative supports the programmatic needs related to the Water Security's Division's all hazards homeland security responsibilities. EPA is forming the WLA in coordination with the Laboratory Response Network (LRN), coordinating with the Centers for Disease Control and Prevention (CDC) in order to leverage the CDC's Laboratory Response Network (LRN) infrastructure. The LRN is a system of State public health departments capable of responding quickly to an emergency event. EPA will continue to work with U.S. Department of Agriculture (USDA) and Food and Drug Administration (FDA) representatives from the Food Emergency Response Network (FERN), where appropriate, to leverage infrastructure from additional existing laboratory networks to fill remaining gaps. Additionally, EPA will continue working with a broad sector of stakeholders including State health laboratories, State drinking water and/or environmental laboratories, drinking water utility representatives, commercial laboratories, and other Federal agencies, as appropriate, to discuss the proposed approach for the Water Laboratory Alliance and to identify potential enhancements. The WLA is the water component of EPA's Environmental Response Laboratory Network (ERLN) being lead by the Office of Solid Waste and Emergency Response (OSWER).

Under this work assignment, the Contractor shall provide technical support to EPA's development and implementation of the WLA. Contractor support will be required in the following areas:

- WLA Programmatic Support
- WLA Operation and Policy Documents
- WLA Security Summit
- WLA Laboratory Response Plan and Exercises
- Training and Laboratory tool development for State Laboratories and Water Utilities
- Distribution and Education of analytical capabilities
- Data Exchange and Management

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland

security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, adaptation and impacts of climate change, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

In pursuit of these efforts, the contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

II. BACKGROUND:

This work is in response to Homeland Security Presidential Directive 9 (HSPD 9), which directed EPA to "build upon and expand current monitoring and surveillance programs to:

1. *Develop **robust, comprehensive, and fully coordinated surveillance and monitoring systems...for...water quality** that provide early detection and awareness of disease, pest or poisonous agents.*
2. *Develop **nationwide laboratory networks for...water quality** that integrate Federal and state laboratory resources, are interconnected, and utilize standardized diagnostic protocols and procedures."*

In response to the first task under HSPD 9, EPA proposed and initiated development of a Contaminant Warning System designated as the Water Security Initiative. To address the second major task under HSPD-9 EPA has established the Water Laboratory Alliance. The Water Laboratory Alliance is supported by the WLA-Response Plan which provides both the environmental laboratory and water sector with a national plan for analyzing a surge of drinking water and wastewater samples.

III. QA REQUIREMENTS:

Tasks 7 in this work assignment requires the use of primary and/or secondary data. Collection, use and analysis of data will be identical to the procedures described in the PQAPP completed under WA 1-13, consistent with the Agency's quality assurance (QA) requirements. Work on these tasks cannot proceed until the contractor receives notification from the PO via e-mail that utilization of the PQAPP completed under WA 1-13 has been approved for use on these tasks. The project specific quality assurance requirements (PQAPP) must be addressed in the monthly progress reports as specified under Task 0, below.

IV. DETAILED TASK DESCRIPTION:

All direction under this work assignment will be provided as written technical direction from the Task Manager (TM) or Work Assignment Manager (WAM), as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the Project Officer and the Contracting Officer, and is subject to the limitations of the technical directions

contract clause. Each initial deliverable shall be provided to the EPA WAM and EPA Project Officer (PO) in draft form for review and comment. The contractor shall incorporate WAM/Task Manager review comments into revisions of the drafts. All drafts and final reports shall be approved by the WAM.

The contractor shall perform the following tasks:

Task 0: Work Plan, Progress Evaluations, and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the metropolitan DC area, the contractor shall include information on plans to manage work and contract costs. . The work plan shall also provide an analysis of the existing and projected constraints, and the feasibility of accomplishing the project's purpose.

In addition, the contractor shall use the previously prepared project specific quality assurance plan (PQAPP) noted above, and ensure the quality of secondary data used to complete these tasks. If using a previously prepared plan, the contractor shall prepare a statement indicating that this WA is a continuation of WA 1-13. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the PQAPP completed under WA 1-13. If issuing a new work assignment, with new PQAPP requirements, then the work plan shall explain when the PQAPP will be submitted based on the specific data requirements of the WA. When using a previously approved PQAPP, the contractor shall immediately notify the Project Officer and WA manager if any changes to the tasks involving the collection and analysis of the data occur, and prepare a new or modified PQAPP, supplementing the previous PQAPP. Work on these tasks cannot proceed until the contractor receives notification of the new PQAPP approval from the PO via e-mail. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA.

In addition, in each monthly progress report, the contractor shall, at the introduction to the discussion of this work assignment, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the work assignment. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing work assignments under this contract is not occurring.

Deliverables: Work plan, updated PQAPP if necessary, and monthly progress and financial reports.

Task 1: Water Laboratory Alliance Programmatic Support

The objective of this task is to provide scientific, analytical, training and technical support to facilitate and enhance the programmatic aspects of the WLA. In addition, this task will support the development and implementation of WLA member services. These services will be measured for success based upon how many WLA members use them and noted efficiency in the sector created by increased knowledge of the program. Support services can include but are not limited to items such as access documents, help desk support, and creation of communication linkages. Member services will focus upon areas which promote key member benefits such as increased access to analytical methods, established basic ordering agreements for future contractual situations, and enhanced communication with the laboratory sector.

The contractor shall also be tasked to support collaborations with other federal agencies, water utilities, laboratories and EPA regional personnel as needed to further the mission of the Water Laboratory Alliance Program. Specific activities under this task will be assigned through written technical direction in response to WLA program needs, and shall be within the general scope of this work assignment. Specific items (and suggested quantities for estimating purposes) include:

- A. Providing biological, chemical and Information Technology technical expertise.
- B. Generation of Memorandums of Agreement and/or Memorandums of Understanding.
- C. Development of a communication plan and email distribution list for targeted outreach to the Emergency and Water sectors.
- D. Providing support for technical conferences and meetings. Examples include the composition of abstracts (estimated 15), presentations (estimated, 25), scientific papers (estimated 7) and speeches (estimated 3).
- E. Development, procurement and distribution (up to 500) of WLA fact sheets (estimated 7), brochures (estimated 6) and other communication documents.
- F. Revising the WLA web-page at least 2 times per year. Revisions are defined as inserting and removing links and reformatting the information when necessary.
- G. Providing general support to facilitate coordination between WLA, ERLN, FERN, LRN and stakeholder associations.
- H. Target and recruit laboratory participation in the WLA to ensure adequate capacity for all analytes on the WSD priority contaminant list.
- I. Development and implementation of the WLA Associate membership.

Task 2: WLA Operational and Policy Documents

The Water Laboratory Alliance Program will work with existing programs such as ERLN and the LRN. In doing so, it is imperative that operational documents are available to ensure the active operation of the Water Laboratory Alliance program within and outside of its partners. Following TD the contractor shall develop a series of technical documents covering or encompassing the topics below.

- A. General guidelines for participating within the WLA
- B. Operational procedures for accessing the WLA within the ERLN
- C. Management tools and/or documents that will be used to track communications and to record interactions with laboratories and utilities that join the WLA (using the Water Laboratory Compendium).

In addition the contractor shall provide support necessary for the WLA State Liaisons (at least 6 webcast and 6 e-newsletters).

Task 3: WLA Summit

The objective of this task is to plan and/or host the 2013 Water Laboratory Alliance Security Summit leading to the expansion of the WLA membership (by inviting key states) and focusing on the water utility sector whose representation is currently limited in the WLA. Summit success will be measured by the number of organizations, states and water utilities who attend. The goal is to solicit at least two hundred individuals to attend the Summit. In addition, success will be measured by the spike in WLA membership applications following the summit with an expectation of at least eight applications. The summit is intended to provide potential WLA members an overview of the program and solicit their membership. Specific activities needed to host the Summit include:

- A. Develop and distribute communication materials necessary to promote the 2013 Summit.
- B. Organize and manage the creation and execution of the 2013 WLA Security Summit:
 - a. Finalize contract with hotel
 - b. Coordinate hotel activities
 - c. Identify keynote and session speakers
 - d. Develop WLA liaison positions; recruit liaisons; and set-up travel arrangements
 - e. Develop table top exercise session
 - f. Develop and facilitate Registration Tool and Materials
 - g. Develop and Distribute Summit communications
 - h. Provide meeting facilitation, develop evaluation tools, take minutes and distribute follow up materials and Summit reports.

Task 4: Response Plans and Exercises

The objective of this task is to improve inter-regional laboratory preparedness for drinking and wastewater contamination events, both for the EPA Regions and their laboratory communities. The final outcome is annual testing of the ERLN Response Plan along with aspects of other federal laboratory networks such as the LRN and FERN within the ten EPA Regions. Measures of success will include the degree to which the regions and states have implanted new preparedness elements as a result of participation in the exercises. Lessons learned from the exercise will be incorporated in the WLA tasks to enhance training, outreach and design of guidance documents and other tools as necessary. In accordance with technical direction activities required to meet this objective include:

- A. Work with HQ EPA, select Regions and their respective States, utility Laboratory Managers, and local departments of health to conduct an inter-regional full scale exercise (FSE) using the WLA Response Plan. To assist the Regions with conducting the full scale exercise, the contractor shall coordinate all elements of outreach and communication with the Regions and provide technical support necessary to help each Region in conducting the full scale exercise including the following: schedule, scale of the exercise, the number of response plan elements to be tested, the types of contaminants, sample constituents, number of samples, the origination of the samples, data reporting and compilation, time and pressure factors, role of non-laboratory participants, level of communication between the participating laboratories, communication between laboratories and other Emergency Response personnel, aggravating factors, and non-analytical laboratory support. The contractor shall develop proceedings and meeting summaries, and provide logistical support and materials (not to exceed \$75,000 for each Region) for contractor selected states and major utility laboratories for the full scale exercise. The contractor shall assist the EPA Regions in selecting states and major utilities for participation in the full scale exercise. The contractor shall coordinate the conference calls with the Regions to organize and implement the full scale exercise.

- The contractor shall develop proceedings and meeting summaries from the conference calls and from each regional full scale exercise, including recommendations involving changes to the ERLN Response Plan, roles, training needs, and other related issues.
- B. Develop, plan, and conduct an additional exercise with up to 5 EPA Regions (identified in technical direction) based on the full scale exercises conducted in Regions 1 and 2, Regions 9 and 10, and Regions 7 and 8.
 - C. Develop documents that summarize commonalties and lessons learned from the inter-regional full scale exercises.
 - D. Revise the WLA Response Plan as necessary.
 - E. Work with selected states (up to 10) to test electronic exchange of data generated during the exercise.
 - F. Identify opportunities and insert a laboratory component into exercises internal and external to EPA
 - G. Develop promotional materials designed to increase participant interest and highlight accomplishments of the FSE.

Task 5: Training and Tool Development for State Laboratories and Water Utilities

The objective of this task is to familiarize WLA member laboratories, WLA users, and Water Sector stakeholders, such as first responders and emergency managers with WLA response procedures, analytical methods, sample handling recommendations, data reporting, and supporting tools. In an effort to reach the wide and diverse WLA audience to the greatest extent possible any training courses or tools developed will be created using a web based format to allow for maximum use and accessibility. Progress will be measured by the number of individuals and/or organizations that access and receive notice of the tools and training courses related to the WLA. The training program will ensure that WLA member laboratories and water sector stakeholders can take advantage of the benefits of the WLA, and operate effectively in the event of a water contamination incident involving a biological, chemical, or radiochemical contaminant. The contractor will assist with the development, instruction, maintenance and planning of WLA training courses. Course format will vary depending upon on the topic. Course topics fall into five categories:

- WLA Process
- Methods
- Data Reporting
- Sample Handling
- Supporting Tools

Selection and prioritization of trainings will be determined by the WLA team, and provided through technical direction. Additional insight into the need for trainings and prioritization of topics will be gathered through discussions with the EPA Regions, WLA Liaisons, the Association of Public Health Laboratories' (APHL) Environmental Laboratory Subcommittee, WSD Partners, and WLA Security Summit attendees.

In addition, the contractor shall assist with the formulation, development, and launch of a computer based Lab Standardization tool. The tool will be designed to provide the water sector with a central location to obtain information about general and technical information related to how a laboratory can increase their emergency response abilities.

Task 6. Analytical Support (Biology)

The EPA Water Laboratory Alliance (WLA) currently relies on the Centers for Disease Control and Prevention (CDC) Laboratory Response Network (LRN) for concentration and analysis of select agents from large volumes (10–100 L) of drinking water using the *Laboratory Response Network (LRN) Filter Concentration of Bioterrorism Threat Agents in Potable Water Samples* (UF) Protocol. The UF protocol requires comprehensive training and practice to achieve and maintain proficiency. Quality Control (QC) criteria to demonstrate proficiency have recently been developed to provide an acceptable range of recoveries.

The contractor shall perform the following:

Provide technical support needed to assist with the distribution of the Ultra filtration Quality Control criteria and the UF device created by the EPA's Office of Research and Development. In addition, the contractor will scan the universe of methods developed by EPA and other agencies to prepare a summary of current information for distribution to WLA members.

Task 7: Analytical Support (Chemistry)

The contractor shall complete any work related to the LC-MS screening single laboratory validation study which includes seven WSD priority contaminants that do not have drinking water methods and six additional WSD priority contaminants that currently are analyzed by more time consuming methodologies. A relevant *Summary Report* has been developed under a previous contract. The report will need to undergo multiple reviews from EPA staff (WSD, NHSRC, TSC, and/or NERL) which will likely require multiple revisions. Additional data sources from the Region 5 Laboratory, NERL, WSi water utilities, and/or other sources may also need to be integrated into the report. The final report will be a guide for laboratories on how to implement LC-MS screening, with a strong emphasis on WSD priority contaminants.

In addition the contractor shall provide selected members of the WLA with access to analytical standards for contaminants that are not widely available, but are considered likely contaminants for an intentional drinking water contamination event. Prior to distributing any standards, the contractor will assist EPA and volunteer laboratories to determine stability of stock standard solutions of the contaminants. This will include ordering consumable laboratory supplies and writing support documentation for the stability study (e.g., QAPP and summary reports). Ideally kits representing this objective will contain standards in small (roughly 5 mL) amber vials at a concentration of approximately 100 to 1,000 ppm. The concentration would need to be precisely measured to at least three significant digits. These kits will be contained in hard cases with foam liners, which can either be stored in a freezer or refrigerator.

The contractor will research and compile a list containing hard to obtain WSD priority contaminants, WCIT contaminants, SAM contaminants, and other DHS contaminants. This list will be reviewed and approved by the EPA TM and other EPA staff. The contractor will then generate cost estimates for the kit supplies based upon the cost of the pure materials and necessary containers. The contractor will competitively bid the laboratory services for diluting neat standards of the contaminants and assembling the kits, and coordinate the laboratory processes involved to ensure specifications conform to the technical direction received from the EPA TM.

Once the kits are assembled, the contractor will distribute them in accordance with technical direction from the EPA. Time and budget permitting, some of these laboratories may be recruited to test NHSRC

analytical protocols for the contaminants contained in the kit. If so, the contractor will assist EPA and volunteer laboratories with documentation necessary for this testing (e.g., QAPP and summary reports). The contractor will also order any additional consumable laboratory supplies that may be necessary. For estimating purposes, assume 10 laboratories testing the NHSRC Semivolatile Organic Compound (SVOC) Protocol, each performing an initial demonstration of capability and spiking four replicate samples of three different drinking water matrices.

Task 8: Data Exchange and Management

The objective of this task is to support the modification of existing electronic data review, and management tools to support and expedite delivery of reviewed data in support of the WLA and assist in the development of common reporting formats. OEM is leading the effort on data management for the ERLN and WLA. By including our tasking under this requirement, it will ensure that OEM is including adequate detail to address the needs of the WLA in their data management tools and initiatives.

The contractor will review updates and modification to data management tools produced by OEM's ERLN (e.g., WebEDR), as directed by the Task Lead. This may require generation of some supplemental information to integrate water specific data elements into OEM's efforts.

The contractor will review LIMS specifications guidance generated by APHL as directed by the Task Lead.

The contractor will continue efforts to produce guidance documentation for review of biological data. This task will require coordination of additional EPA reviews, response to comments, and further revisions and additions to the document currently titled *Microbiological Data Verification and Validation Stages and Checks: Description, Order, and Labeling of Validated Laboratory Analytical Data Packages*.

V. SCHEDULE/DELIVERABLES:

TASK 0 Workplan, Progress Evaluation, and Monthly progress Reports	DATE DUE
A. Workplan	20 calendar days from receipt of the work assignment
B. QA Supplemental Report, if necessary	20 calendar days from receipt of the work assignment
C. Monthly progress reports and Financial Reports	Shall be submitted monthly throughout the period of performance to both the Work Assignment Manager (WAM), Alternate and Task managers (TM)
TASK 1 WLA Support (Communication and Outreach)	DATE DUE
A. Providing biological, chemical and Information Technology technical expertise.	To be assigned through written technical direction as needed
B. Generation of Memorandum of Agreements and/or Memorandums of Understanding.	To be assigned through written technical direction as needed

C. Development of a communication plan and listserv for targeted outreach to the Emergency Responder and Water sector.	To be assigned through written technical direction as needed
D. Providing support for technical conferences and meetings. Examples include the composition of abstracts (estimated 15), presentations (estimated 25), scientific papers (estimated 7) and speeches (limit 2).	To be assigned through written technical direction as needed
E. Development, procurement and distribution (up to 500 organizations) of WLA fact sheets (limit 7), brochures (limit 6) and other communication documents.	To be assigned through written technical direction as needed
F. Revising the WLA web-page at least 2 times per year. Revisions are defined as inserting and removing links and reformatting the information when necessary.	To be assigned through written technical direction as needed
G. Providing general support to facilitate coordination between WLA, ERLN, FERN, LRN and stakeholder associations.	To be assigned through written technical direction as needed
H. Target and recruit laboratory participation in the WLA to ensure adequate capacity for all analytes on the WSD priority contaminant list	To be assigned through written technical direction as needed
I. Development and implementation of the WLA Associate Membership	To be assigned through written technical direction as needed
TASK 2 WLA Operational and Policy Documents	DATE DUE
A. General guidelines for participating within the WLA	To be assigned through written technical direction
B. Operational procedures for activating the WLA within the ERLN	To be assigned through written technical direction
C. Management tools and or documents that will be used to track communications and record interactions with laboratories and utilities that join the WLA (using the Laboratory Compendium).	To be assigned through written technical direction
TASK 3 WLA Summit	DATE DUE
A. Develop and distribute communication materials that promote the WLA.	To be assigned through written technical direction
B. Organize and manage the creation and execution of the WLA Summit.	To be assigned through written technical direction
TASK 4 Response Plans and Laboratory Exercises	DATE DUE
A. Work with HQ EPA, select Regions and their respective States, and major utility Laboratory Managers to conduct an inter-regional full scale exercise using the WLA Response Plan.	To be assigned through written technical direction

B. Develop, plan, and conduct an additional exercises with up to 5 EPA Regions based on the full scale exercise conducted in Regions 1 and 2.	To be assigned through written technical direction
C. Develop documents that summarize commonalties and lessons learned from the inter-regional full scale exercises.	To be assigned through written technical direction
E. Work with selected states (up to 10) to test electronic exchange of data.	To be assigned through written technical direction
TASK 5 Training and Tool Development for State Laboratories and Water Utilities	DATE DUE
A. Develop courses in support of the Water Laboratory Alliance Training Center. The (4) Courses to be developed are TBD.	1. Course Outline: TBD 2. Course Design Plan: TBD 3. Completed (4) Courses :TBD
B. Laboratory Standardization Software (Formulation, Development and Launch)	To be assigned through written technical direction
TASK 6 Analytical Support – Biological	DATE DUE
Prepare necessary paperwork and formatting for production of an EPA/WSD Method for the endospore method TSC validated and EPA used in this QC criteria development study	Due dates will be announced in advance by the WAM
<u>Subtask 2. Non-select Agent Method Standardization</u>	
TASK 7 Analytical Support – Chemistry	DATE DUE
A. If necessary, draft a <i>Multi-Laboratory Testing Study Plan/QAPP</i> for NHSRC's SVOC Protocol and provide written disposition of comments	To be assigned through written technical direction
B. If necessary, Prepare a <i>Final Multi-Laboratory Testing Study Plan/QAPPt</i> for NHSRC's SVOC Protocol	To be assigned through written technical direction
C. Provide list of contaminants to be included with the kit of standards for WLA laboratories. Revisions, if necessary will be scheduled with the EPA TM.	To be assigned through written technical direction
D. Provide an estimate for production of the kits of standards once the contaminant list is finalized.	To be assigned through written technical direction
E. Deliver kits of standards to selected WLA laboratories	To be assigned through written technical direction
TASK 8 Data Management	DATE DUE
A. Review Reporting Requirements and Electronic Data Review and Management Tools produced by OEM	To be assigned through written technical direction
B. Review APHL LIMS specifications document.	To be assigned through written technical direction
C. Revise the microbiology data review document as necessary.	To be assigned through written technical direction

VI. REPORTING REQUIREMENTS:

(1) In the monthly progress report, the contractor shall report the cumulative amount expended to date (LOE and dollars) on the HSPD-9 project. In addition, the contractor shall report, per individual task area, LOE and dollars expended during the reporting period. The contractor shall provide one copy of the report to the WAM and all technical points of contact.

(2) The contractor shall notify the WAM and Contracting Officer when 75% of the labor hours have been expended.

(3) All travel must be authorized, in writing, by the Project Officer.

(4) The TM will provide exact travel dates, location, number of travelers, etc. via written technical direction prior to each trip. *For estimating purposes, the contractor shall include in the revised cost estimate 11 trips (see below). The contractor shall use the destination of Atlanta, GA (two days/one night) for trips identified as "TBD".*

The contractor's personnel shall always identify themselves as a contractor whenever their EPA work brings them in contact with the public.

Anticipated Travel

- January – Location TBD (1 personnel) – Task 1
- February - GA, Location TBD (2 persons) – Task 1
- March – Location TBD (1 personnel)- Task 4
- May –Water Laboratory Alliance Summit , Location TBD (26 personnel) – Task 3
- June – WLA Presentation, Location TBD (2 personnel) – Task 1
- July – Regional Full Scale Exercise, Location TBD (6 personnel)- Task 4

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the EPA WAM to any anticipated event under the work assignment which may result in incurring an estimated \$23,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WAM will then prepare internal approval paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Attachment I

QUALITY ASSURANCE SURVEILLANCE PLAN For the Water Security Division's Technical, Analytical, and Regulatory Mission Support Performance Work Statement

The requirements contained in this work assignment are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards described below. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Past Performance Evaluation (PPE) which is evaluated annually (per the "Past Performance Evaluation" clause in the contract). The Work Assignment Manager shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the Project Officer in preparing the overall evaluations submitted annually in response to the Past Performance Evaluation requirements in the contract.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/ Disincentives
Management and Communications: The Contractor shall maintain contact with the EPA CO, PO and WAM throughout the performance of the contract and shall immediately bring potential problems to the attention of the appropriate EPA WAM. In cases where issues have a direct impact on project schedules and cost, the contractor shall provide options for EPA's consideration on resolving or mitigating the impacts.	Any issues that impact project schedules and cost shall be brought to the attention of the appropriate EPA WAM within 3 business days of occurrence.	100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report) to identify unreported issues. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.	Unsatisfactory rating under the category of Business Relations in the NIH Performance Evaluation System if two or more incidents occur when the contractor does not meet the measurable performance standards for a given contract period.

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/ Disincentives
<p>Timeliness: Services and deliverables shall be in accordance with schedules stated in each work assignment or tasking document, unless amended or modified by an approved EPA action.</p>	<p>Annually, 90% of all submitted deliverables shall be submitted no later than 6 business days past the due date.</p>	<p>100% of active work assignments under the contract will be reviewed by the EPA WAM monthly (via monthly progress report & milestones established for each deliverable) to compare actual delivery dates against those approved. The EPA WAM will report any issues to the EPA PO who will bring the issue(s) to the Contractor's attention through the CO.</p>	<p>Unsatisfactory rating under the category of Timeliness in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards.</p>
<p>Cost Management and Control: The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks, practice and encourage time management, and ensure accurate and appropriate time keeping.</p>	<p>The contractor shall manage costs to the level of approved ceiling on the work assignment. The contractor shall notify the WAM/PO when 75% of the approved funding ceiling for the work assignment is reached.</p>	<p>The EPA PO will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment expenditures. The EPA PO shall review the Contractor's monthly progress reports and request the WAMs verification of expenditures and technical progress before authorizing invoice payments.</p>	<p>Unsatisfactory rating under the category of Cost Control in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards.</p>

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/ Disincentives
<p>Technical Analyses: The analyses or products developed by the contractor shall be factual and defensible and based on sound science and engineering. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with agency requirements and any additional requirements outlined in individual work assignments or technical directives. Any work requiring the contractor provide options or recommendations shall include the rationale used in selecting the option/recommendation and all other options considered.</p>	<p>All analyses conducted for EPA by the Contractor must be factual and based on sound science and engineering. All analyses and products (initial and final drafts) shall conform in format and content to requirements specified by the WAM in written technical direction, and should meet the objectives stated in the work assignment. All initial draft documents shall be clearly written at a level appropriate to the targeted audience. All information shall be factual, technically sound, and accurate, with data sources identified.</p> <p>Draft versions of a document shall require no more than two editorial revisions.</p>	<p>EPA will review all analyses conducted by the Contractor and will independently consider their merit. EPA may opt to peer review analyses to further validate merit.</p> <p>The EPA WAM/TM will review initial drafts to assess technical accuracy and editorial quality. The WAM/TM will identify all inaccuracies and needed edits and corrections to the contractor in the initial review of draft documents.</p>	<p>Unsatisfactory rating under the category of QUALITY OF PRODUCT OR SERVICE in the NIH Performance Evaluation System when the contractor does not meet the measurable performance standards.</p> <p>In addition, the Government may withhold fee payments associated with that segment of the work.</p>

General Management and Administration			
Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/ Disincentives
<p>Socio-Economic Utilization: The Contractor shall assess all agency requirements outlined in work assignments for opportunities to fully utilize the knowledge and experience of its socio-economic team members. Work shall be allocated in a manner that ensures the Contractor's annual subcontracting goals are met.</p>	<p>The Contractor shall meet a standard of at least 80% of the dollar goals outlined in their subcontracting plan annually.</p>	<p>EPA will monitor the contractor's utilization of socio-economic firms by reviewing the contractor's submittal of Standard Forms (SF) 294 and (SF) 295.</p>	<p>If less than 80% is reached, the contractor shall outline the steps that will be taken to meet the annual goals outlined in their plan. Performance that does not meet the stated goals without sufficient justification will be reported as an Unsatisfactory rating under the category of BUSINESS RELATIONS, and MEETING SDB SUBCONTRACTING REQUIREMENTS in the NIH Performance Evaluation System.</p>

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-13				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-10-060			Contract Period 11/30/2010 To 07/31/2013			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			Water Lab Alliance				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 2.7, 2.8, 2.15, 3.1.4, 3.1.14					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/01/2012 To 07/31/2013					
Comments: This action increased the incremental funding on the work assignment by an amount of \$600,000 to a new funded ceiling of \$1,276,053. Labor ceilings are increased to an amount of 11,200 technical hours and 11,400 total hours.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 11,860						
11/30/2010 To 07/31/2013										
This Action:				-474						
Total:				11,386						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Latisha Mapp							Branch/Mail Code:			
							Phone Number 202-564-1390			
_____ (Signature) (Date)							FAX Number:			
Project Officer Name Nancy Muzzy							Branch/Mail Code:			
							Phone Number: 513-569-7864			
_____ (Signature) (Date)							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
							Phone Number:			
_____ (Signature) (Date)							FAX Number:			
Contracting Official Name Cathy Basu							Branch/Mail Code:			
							Phone Number: 513-487-2042			
_____ (Signature) (Date)							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-13				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-10-060			Contract Period 11/30/2010 To 07/31/2014			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			Water Lab Alliance				
Contractor COMPUTER SCIENCES CORPORATION					Specify Section and paragraph of Contract SOW 2.7, 2.8, 2.15, 3.1.4, 3.1.14					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/01/2012 To 07/31/2013					
Comments: This action fully funds the work plan at an amount of \$1,352,107 and 11,386 tech hours, and total direct labor of 11,860 hours. This is an increase of \$76,054. This also designates a new Alternate WAM as Pam Barnes at 202-564-1094. The WAM will become responsible for all tasks originally designated for Adrian Hanley.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 11/30/2010 To 07/31/2014										
This Action: 										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee: LOE:										
Cumulative Approved: Cost/Fee: LOE:										
Work Assignment Manager Name Latisha Mapp <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number 202-564-1390 FAX Number:			
Project Officer Name Nancy Muzzy <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-569-7864 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Cathy Basu <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2042 FAX Number:			